



# PhD Change in Dissertation Committee Membership Approval Form

**Requirements for the composition of PhD dissertation committees, per current UW-Madison Graduate School Policy:**

1. The chair or co-chair of the committee must be Graduate Faculty\* from the student's program.
2. PhD dissertation committees must have a minimum of 4 members, 3 of whom must be UW–Madison graduate faculty, former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the 4 members must be from outside of the student’s major program or major field (often from the minor field).
3. The chair may designate 1 of the 4 members of the committee as a non-reader.
4. The required 4th member of a dissertation committee, as well as any additional members, all retain voting rights.

\* Graduate Faculty are those who hold tenure track appointments. Non-tenure track faculty (e.g., CHS professors) may participate as 4th or extra committee members, but do not count toward the three “Graduate Faculty” members.

**Completed form is due a minimum of 6 weeks prior to the dissertation proposal defense.** Committee chair brings to EC for approval. Return approved and signed form to the Graduate Student Services Coordinator.

**Student Name:** \_\_\_\_\_

**Dissertation Proposal Title:** \_\_\_\_\_

**Proposal Abstract** (not to exceed 1 page)

- Background
- Purpose / Aims
- Methods
- Discussion (Impact)

**Rationale for Membership Change:**

- Faculty member leaving the University or otherwise unable to complete duties
- Change in direction of research
- Other (please describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Proposed Change in Committee Membership**

<b>Name, title</b>	<b>Department</b>	<b>Relevant expertise</b>	<b>Signature</b>
Outgoing Member:			
New Member:			

EC Approval \_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

Approved by GPC 12/8/2016  
DC first read 1/13/2017  
Approved by DC 2/2017  
[GFEC changes approved 2/10/2017](#)  
GFEC changes adopted, approved by DC 10/13/2017